

**DESCRIPTION OF MAJOR DUTIES:**

## REQUIREMENTS:

## EXPERIENCE:

Four (4) years of experience in providing technical assistance to state and/or local communities or agencies, completing forms or applications, resolving complaints, or interpreting rules, regulations, policies, and procedures to the public, and reviewing documents for accuracy and content.

**NOTE:** Applicants who do not possess the required experience may substitute education as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**LICENSE:**

Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

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| <u>—</u> | A promotable eligible exist within the unit scope. |
| <u>X</u> | A promotional or open competitive list exists.     |

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR# 0027  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resumel@dca.nj.gov](mailto:resumel@dca.nj.gov)

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*